



AGENDA

**Park Board – Special Meeting
8/22/2022 – 4:30 pm
City Hall - Council Chambers**

1. Call to Order

2. Approval of Minutes – Motion to approve the July 11, 2022 Park Board minutes

3. New Business

- a. Introduce new member Kristin Helwig and John Haack

4. Old Business

- a. Discuss Cedar Landings Park Dedication fee
- b. Park Tours
- c. Set next meeting date

5. Adjournment

**Members: John Haack, Wayne Paumen, Tana Fobbe, Bill Korpela Jr, Kristin Helwig
Advisory Members: Al Hudek, Public Works Director, Renee Eckerly, City Administrator**

PARK BOARD
Minutes
July 11, 2022

The meeting of the Maple Lake Park Board was called to order at 4:35 p.m. by Bill Korpela Jr in the city hall in the City of Maple Lake.

MEMBERS PRESENT: Wayne Paumen, Geyen, and Korpela Jr,

ABSENT: Fobbe

OTHERS PRESENT: Renee Eckerly, City Administrator, Al Hudek, Public Works Director

Approval of Minutes

A motion was (m/s/p), Paumen/Geyen to approve the minutes from April 11, 2022.

New Business

a. Resignation of Tonya Tufte

Tufte had moved away from the City of Maple Lake. Board would like advertising for a replacement to start immediately.

A motion was (m/s/p), Geyen/Paumen to accept the resignation of Tonya Tufte.

b. Wayne Paumen, City Council will be replacing Bruce Ballweber, City Council

Paumen introduced himself.

c. Discussed Touring Parks

Board reviewed whether members should go on their own or if the Board should go as a group. The existing park list is:

- Lady Bug Garden Park
- Community Park
- Maplewood Park
- Jude Park
- Maple Lake Beach
- Bolduan Park
- Centennial Playground & School District Facilities

Board decided to tour the parks as a group. Eckerly will contact Tana Fobbe to get commitment on August 22, 2022, attendance to insure a quorum. The Board will meet at City Hall at 4:30 p.m.

Old Business

a. Election of Officers – Vice-Chair (replace Tufte)

Board reviewed the need for a Vice Chair and decided at this time no Vice Chair would be appointed.

b. Meeting Schedule – Monthly at 4:30 p.m. (tabled 4-11-22)

Board reviewed and determined the next meeting will be set at the end of each meeting.

c. Repairs at Community Park

Hudek reported that the repairs on the basketball court are finished, but still need to do the seeding around the court. The path to the restrooms and playground is completed and the money was donated by the Maple Lake Lions, except for the seeding. Hudek research the cost of matting and determined wood chips would be the material used around and under the playground equipment. The wood chips are ADA compliant.

d. Status of Repairs to Trail

Hudek reported that two sections of the trail are in poor shape. A cost proposal was given to the City Council but was tabled until the cost for improvements for the trail was in the budget. Hudek suggested to repair the two sections then overlay the rest. Board discussed the materials and quantity of each that was used to create the trail base.

e. Discuss Repairs to Community Park Restrooms

Hudek reported that people that needed to do community service contacted him and he had them paint the restrooms at Community Park and Irish Stadium. AI power washed the floors today and the swastika was removed. The carving on the bathroom stall doors has not been removed yet. Public Works will attempt to grind they carvings off. The handrails did not appear to be rusty. The stall framing in both the women's' and men's restrooms have been kicked and damaged. The mirrors are stainless steel and Public Works will attempt to clean. The mirrors can't be replaced with glass because they will be vandalized immediately. Restrooms are cleaned every Friday. Hudek will research the cost of installing stainless steel sinks. Drinking fountains need to be replaced. The Board discussed whether the water that comes out of the drinking fountain must be tested. The restrooms are locked at the park automatically at 10:00 p.m.

f. Update Chapter 11 Ordinance Regulating Parks (table until after tour)

g. Review Parks & Trails Plan (original 2005/update 2017) (tabled 4-11-22)

Board discussed that if this is part of the Comprehensive Plan then it should wait for Stantec to be hired. It was questioned whether the current Chapter 11 Ordinance Regulating Parks had been adopted by the City Council. It was mentioned that Sabrina Hille, former City Administrator had done a survey regarding Parks. It was discussed to get public input as to what the people would like to see at the Parks. Bring back after the Comprehensive Plan update schedule has been established. Paved trails are reviewed every 7 years, but Public Works inspects them annually.

h. Happy Knoll Plat Park

Eckerly report that the property was sold to the abutting property owner. A long discussion was held whether to continue to research or to concentration on locating other land for a park in this area. It was mentioned what the dollar amount will be from Chris Paumen's' developments.

i. ADA Swing

Geyen requested that the ADA swing at Community Park either be replaced or an additional swing be purchased. This item was tabled.

j. Discuss Park Improvement Ideas

- Skateboard Park – discussed whether to replace or not. Hudek will speak with the shop class at the high school and see if the city pays all the costs if they would make it a project for the class. The students could make suggestions for amenities for the skateboard park. It was suggested to replace the skateboard area with something low maintenance.
- Ice skating rink – discussed if the Saddle Club would host the ice rink. Rink is flooded by the Fire Department. The Saddle Club board would have to be approached on the subject. The lights are very expensive to have on. There was a discussion whether the city and Saddle Club could come to a joint venture to upgrade the lights for the ice rink to be on the property. The light poles would have to be replaced also. Bolduan Park is not easily seen in the winter.
- Movies in the Park – discussion was brief

Dates to Remember / Announcements – Next Meeting will be August 22, 2022, at 4:30 p.m.

Adjournment

A motion was m/s/p, Geyen/Paumen to adjourn at 5:50 p.m.

Attest,

Renee Eckerly
City Administrator

III. EXISTING PARKS

The City of Maple Lake currently has a variety of park and recreation facilities. Most of these are City parks. The County owns and operates a large open space park, Ney Park, and the School District operates a variety of athletic and play facilities near the high school and elementary school.

Park and recreation facilities in Maple Lake include the following:

Lady Bug Garden Park

Type of park: Mini-park
Size: .25 acre
Facilities: Benches, picnic table, perennial plantings

Maplewood Park

Type of park: Neighborhood park
Size: 1.5 acres
Facilities: Play equipment, swings, basketball court, open space

Jude Park

Type of park: Neighborhood park
Size: 1.5 acres
Facilities: Play equipment, swings, open space

City Park:

Type of park: Community park
Size: 5.5 acres
Facilities: Picnic area and shelter, play equipment, basketball, Softball, skate park, volleyball, ice skating, benches, Restroom facilities

Maple Lake Swimming Beach

Type of park: Community park
Size: .5 acres
Facilities: Swimming beach, boat launch, picnic area and parking lot

Centennial Playground and School District Facilities

Type of park: Playground
Size: .25-acre playground plus 19 acre athletic fields
Facilities: Large playground adjacent to elementary school. School facilities also include baseball, football and Soccer fields and tennis courts

Bolduan Park

Type of park: Athletic fields
Size: 5.7 acres
Facilities: Softball fields, play equipment, picnic tables, meeting room; nature pond

Irish Stadium

Type of park: Athletic field
Size: 13.8 acres
Facilities: Tournament quality baseball field and stadium facility and parking lot

Ney Park (Wright County Park)

Type of park: Open space
Size: 600 acres
Facilities: Woodlands and marsh with 3.5 miles of trails, memorial chapel, picnic area, boat access to Lake Mary

Summary: Existing Parks and Recreation Facilities in Maple Lake

Mini-parks and Neighborhood Parks: 3.50 acres

Community Parks: 6 acres

Community Athletic Fields: 19.5 acres (additional school facilities)

Open Space: 600 acres

Typical Standards based on Population or Geography

Neighborhood Parks: Within 1/2 mile of each residence
Kids/families don't need to cross major street to walk or bike to the park

Community Parks: 5-8 acres per 1,000 people
Serve about a 2-mile radius

Community Athletic Fields: 1/5-3 Acres per 1,000 people

Open Space: based on areas of high natural resource value

Trails: Desirable to have a trail within 1/2 mile of each home

Maple Lake current population: 1633
By 2020 1857
By 2030 1976

Some Thoughts on Park Needs/Future Directions

- Maple Lake currently has an appropriate number of neighborhood Parks, community parks, and athletic fields, based on population and geographic standards used by many cities.

Park Dedication Ordinance

Minnesota Statutes indicate that cities may require that a reasonable portion of any proposed subdivision be dedicated to the public as parkland, trails, or open space, or preserved for conservation purposes. Cities may chose to accept an equivalent amount in cash based upon the undeveloped land value.

State law requires that the amount of dedication should be clearly tied and proportionate to the need for park facilities generated by the development.

Maple Lake's Subdivision Regulations will contain the requirements for dedication of land, or cash in lieu of land, for parks and open space. The new regulations must be consistent with the Comprehensive Plan and state law in order to be legally defensible.

Therefore, the Park Dedication Ordinance developed by the Parks and Trails Commission was developed based on population estimates and land uses adopted in the City's Comprehensive Plan, and on the costs estimated for the park and trail system plan identified by the Commission.

Key elements of the proposed ordinance include the following:

- The Parks and Trails Commission will recommend to the City Council the total area and location of land that should be conveyed or dedicated within each development as parkland or trail corridor.
- When the commission concludes that a cash equivalency payment should be made by the applicant in lieu of land dedication, it will recommend to the Planning Commission the percentage of the total park dedication fee to be paid in cash.
- Residential land uses with densities up to 6 units per acre shall dedicate 10 percent of land to parks and trails, or an equivalent in cash.
- Residential land uses with densities of 6 units or more per acre shall dedicate 12 percent of land to parks and trails, or an equivalent in cash. The higher dedication proportion is based on the Commission's assumption that denser development will generate higher demand for park and trail facilities.
- Commercial and industrial uses shall dedicate 5 percent of land or an equivalent in cash.
- The Parks and Trails Commission is also authorized to receive gifts or other donations of money and property for parks and trails on behalf of the Council.
- At the City Council's discretion, park dedication credit may be given where private parks and facilities are provided in a proposed subdivision. Credit may be considered when the City Council finds it is in the public interest to do so. Credit may be given for park areas shown on the Parks and Trails System Map as neighborhood parks. Credit for such facilities may be given up to a maximum of 20 percent of the park dedication fee.

The text of the City's Park Dedication Ordinance follows:

SECTION 955 (Maple Lake Subdivision Ordinance)– PARK DEDICATION

955.010 - Statutory Authorization, Findings of Fact and Statement of Purpose

Subd. 1. Statutory Authorization. Minnesota Statutes Section 462.358.Subd.2b provides that municipal subdivision regulations may require that a reasonable portion of any proposed subdivision be dedicated to the public or preserved for conservation purposes or for public use as parks, playgrounds, trails, wetlands, or open space, and that the municipality may alternatively accept an equivalent amount in cash based upon the undeveloped land value.

Subd. 2. Findings of Fact. The City Council finds that:

- A. The preservation and development of parks, playgrounds, trails and open space areas within the City are essential to maintaining a healthy and desirable environment for residents and persons employed within the City. The presence of parks, trails and open space amenities also enhances the value and attractiveness of residential and commercial/industrial developments to landowners, developers, purchasers, employers, and employees. The City must not only provide for its present citizens, but it must also provide for the future.
- B. New developments place a burden upon the City's parks and open space system. New facilities must be developed concurrently with development in order to provide the desired level of service and the quality of the environment for all. Therefore, new developments shall be required to contribute toward the City's park system in rough proportion to the relative burden they will place upon the park system.
- C. The City Council recognizes that the need for such parks, trails, and public open spaces is directly related to the density and intensity of population and development permitted and allowed in the City. Urban development results in increased population, increased intensity of use and greater demands for such public areas and facilities.
- D. Residential development of land will create approximately ninety-five (95) percent of the need for park and recreational land and facilities within the City.
- E. Commercial/Industrial development of land will create approximately five (5) percent of the need for park and recreational land and facilities within the City.

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- F. Development of land for schools, religious institutions or other non-profit organizations may create additional demand on the City's park and recreational land and facilities. The City may create partnerships with these organizations that foster cooperative use of school, non-profit and park properties for recreational activities.

955.020 - Required Dedication

Subd. 1. Dedication of Land or Cash

- A. Pursuant to Minnesota Statutes Section 462.358, Subd. 2b, the City requires all subdividers as a prerequisite to approval of a final subdivision plat or development of any land previously divided by plat, metes or bounds or any other means, to convey to the city or dedicate to the public use for park, playground, open space, or trail a reasonable portion of the land being platted or developed as hereinafter specified. The portions to be dedicated will be approved by the City; or in lieu thereof the subdivider shall at the option of the city pay to the city, for use in the acquisition or development of public parks, playgrounds, or in debt retirement in connection with land previously acquired for such public purposes, an equivalent amount in cash based upon the undeveloped land value.
- B. The form of contribution (cash, land, or any combination thereof) shall be decided by the City Council based upon need and conformance with the comprehensive plan.

Subd. 2. Administrative Procedures. The City Council shall establish such administrative procedures as they may deem necessary and required to implement the provisions of this chapter.

Subd. 3. Parks and Trails Commission Recommendation.

- A. The Parks and Trails Commission shall, in each case, recommend to the city council the total area and location of such land that the Parks and Trails Commission feels should be so conveyed or dedicated within the development for the above public purposes. These recommendations shall be based on the recommendations included in the City parks and trails plan.
- B. The Parks and Trails Commission shall, prior to the time that the Planning Commission completes its public hearings on the preliminary plat, review the preliminary plat and recommend to

the Planning Commission the total area and location of the land the Park and Trails Commission determines should be dedicated for park use. The Parks and Trails Commission shall present these recommendations to the Planning Commission and City Council. In those instances where the Parks and Trails Commission concludes that a cash equivalency payment should be made by the applicant or owner in lieu of dedication of land, the Parks and Recreation Commission shall recommend to the Planning Commission the percentage of the total park dedication requirement to be paid to the City in cash. In the event that review at a regular meeting of the Parks and Trails Commission would result in a delay in the review and approval process so that the time limitations of Minnesota Statutes Section 462.358 may not be met, the requirement of review by the Parks and Trails Commission may be waived by either the applicant or by the City Council at the time of its review of the application.

Subd. 4. Standards for Determination.

- A. The Parks and Trails Commission shall develop and recommend to the City Council for adoption standards and guidelines for determining which portion of each such development should reasonably be required to be conveyed or dedicated. Such standards and guidelines may take into consideration the zoning classification to be assigned to the land to be developed, the particular use proposed for such land, amenities to be provided, and factors of density and site development as proposed by the subdivider. The Parks and Trails Commission shall further recommend changes and amendments from time to time to such standards and guidelines to reflect changes in the usage of land which may occur, changes in zoning classification and concepts and changes in planning and development concepts that relate to the development and usages to which land may be put.
- B. The Parks and Trails Commission shall develop and recommend standards for design and construction of public parks, trails, and open space areas in the city. These standards shall be included in the parks and trails plan.

Subd. 5. Dedicated Land Requirements. Any land to be dedicated as a requirement of this chapter shall be reasonably adapted for the above public purposes. Factors used in evaluating the adequacy of proposed dedication areas shall include size, shape, topography, drainage, geology, tree cover, rare species and other significant wildlife habitats, access, and location.

Subd. 6. Minimum Area of Dedicated Land. Subdividers shall be required to dedicate to the city for park, trail, playground, open space and other public purposes as

a minimum that percentage of net land area or equivalent market value in cash as set out below:

Residential land uses:

Units per acre	Percentage of land or equivalent market value in cash
Up to 6	10
6 or more	12

- A. In no event shall the cash in lieu of land payment exceed \$6,000 per residential unit.
- B. The city council shall review the maximum cash in lieu of land payment at least every 2 years, to ensure that it remains consistent with park and trail system development costs.
- C. Commercial and industrial land uses: Dedication requirement is five percent (5%) of land or equivalent market value in cash. In no event shall the cash in lieu of land payment exceed \$4,500 per acre of land proposed for development.
- D. Schools, religious institutions and other non-profit organizations: Dedication requirement shall be determined by the City Council based on discussion with the School District or non-profit agency. Recommendations will be based on anticipated use of City park facilities by the school or organization, and shall consider agreements for cooperative use of school recreational facilities.
- E. Determination of Fair Market Value. To determine the fair market value of the undeveloped land, the Developer shall submit an appraisal at the time of preliminary plat application. The city will then obtain a review appraisal as a validation of the Developer's appraisal. If staff and the Developer are unable to agree on fair market value, the city council will make the determination of fair market value.
- F. Lands Designated On Official Map or Comprehensive Land Use Plan. Where a proposed park, playground, trail or open space area indicated in the city park and trail plan or comprehensive plan is located in whole or in part within a proposed subdivision, all or part of the proposed public site shall be designated as such and should be dedicated to the city, based on the area of land dedication required by this ordinance.
- G. Deviation from Required Dedication. The dedication requirements based on the development's proportional share of the City park system are presumptively appropriate.

H. Wetlands and Ponding Areas. Existing wetlands drainage ways accepted by the city shall not be considered in the parkland and/or cash contribution to the city.

Subd. 7. Land Dedication/Payment of Fees

A. Land Dedication. When land is to be dedicated to satisfy the park dedication requirement, separate lots or outlots shall be indicated on the plat drawings for the area(s) to be dedicated. Such lots or outlots shall be deeded to the City prior to the issuance of any building permits within the plat. The developer shall be responsible for finished grading, ground cover and construction of trails in all lands to be dedicated to the City. No credit toward the required dedication shall be given for this work, except that credit for the cost of improvements to trails included in the City's adopted trail plan may be given.

B. Cash fee. When a cash fee is to be paid in lieu of land dedication, the payment of such fee shall be required as follows:

1. For residential developments, the fee shall be paid prior to the City's release of the signed final plat mylars for recording with Hennepin County.
2. For commercial and industrial developments the fee shall be paid prior to issuance of any building permits within the subdivision.
3. Park dedication is required for all newly created lots or parcels.
4. In plats that include outlots for future development, the subdivider may pay to the City 1) the development's proportional share for the entire subdivision, including the outlots, or 2) the development's proportional share excluding such outlots, providing that the park dedication requirement shall be satisfied when such outlots are replatted.
5. Cash contributions shall be deposited in the City's park and trail development fund and shall only be used for park acquisition or development.

Subd. 8. Credit for Private Parks

A. Standards for Credit. At the City Council's discretion, Park dedication credit may be

given where private parks and facilities are provided in a proposed subdivision, and such space is to be privately owned and maintained by the future residents of the subdivision. Credit may be considered when the city council finds it is in the public interest to do so, and that the following standards are met:

1. Such credit may be given only for park areas within the proposed subdivision that are designed on the Parks and Trails Map as Neighborhood Parks.
2. The facilities proposed for the private parks and facilities shall be in substantial accordance with the provisions of the Parks and Trails Plan, and approved by the city council.
3. In no circumstances shall such credit for private facilities exceed 20 percent of the amount required to be dedicated to the public under this chapter. The council and Parks Commission will consider the proportion of neighborhood park needs provided by the proposed facility, and the proportion of new neighborhood residents to be served by the facility in determining the credit to be given for private park facilities.
4. Yards, court areas, setbacks and other open space required to be maintained by the zoning ordinance shall not be included in the computation of such private open space.
5. The private ownership and maintenance of the parks is adequately provided for by written agreement.
6. The private parks are restricted for park and recreation purposes by recorded covenants that run with the land in favor of the future owners of property within the subdivision and which cannot be modified without the written consent of the city council.

7. The proposed private parks are reasonably adaptable for use for park or recreation purposes, taking into consideration such factors as size, shape, topography, geology, drainage, access, and location of the proposed facilities.

Subd. 9. Park Fund.

- A. Purpose of Park Fund. Cash payments shall be placed by the City in a special fund and used only for the acquisition of land for parks, trails, playgrounds, public open space, development of existing park and playground sites, public open space, and debt retirement in connection with land previously acquired for public purposes.
- B. Annual Financial Report. Each year, the Parks and Trails Commission shall present to the council, in such detail as the council shall require, its estimate of the financial needs of the Parks and Trails Commission for the ensuing fiscal year.
- C. Gifts and Donations. The Parks and Trails Commission is authorized to receive gifts, devises, bequests, endowments, or other donations of money and property on behalf of the City. All moneys received shall be deposited in the Park Fund.

VI. Park and Trail Policies

The Park and Trail Commission adopted the goals and policies that follow to guide the City in developing the park and trail system.

A. Planning Goals and Policies

GOALS:

To implement this Park and Trail Plan based on the needs and demands of Maple Lake residents and park and trail users.

To work cooperatively with neighboring communities, Hennepin County, the State of Minnesota and others in planning, developing, and financing the local park system.

POLICIES:

1. The Park and Trail Plan is a responsive and adaptive document. While it has a 20-year planning horizon, the plan will be updated periodically as needed to reflect changes in the community and its needs.
2. The Park and Trail Plan will seek to be compatible with adjacent local community plans, and metropolitan, state and federal plans and programs.
3. Public school facilities and their recreation areas will be considered in the planning of the park and trail system. The City will seek cooperation, coordination and participation with local school districts in planning the development and operation of the park and trail system.
4. The description and standard established in the park and trail classification system will be the basis for development of the park and trail system.
5. Community volunteer organizations shall be encouraged to participate in park and trail development whenever appropriate.
6. The Parks and Trails Commission will review all pertinent information, analyze alternatives, and make recommendations to the City Council on park and trail issues, based on this Park and Trails Plan.
7. The Parks and Trails Commission will inform and seek input from other appropriate city advisory commissions on any major issues or improvements that may be applicable to that commission.
8. The Parks and Trails Commission will be responsive to the increasing maintenance, planning, and recreational demands made by the City and its residents.